



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 5910.1

N46MA
03 SEP 2004

COMNAVREGSW INSTRUCTION 5910.1

Subj: REGIONAL SPACE ALLOCATION

Ref: (a) NAVFAC P-80, Facility Planning Criteria
(b) DOD Instruction 4000.19

Encl: (1) Regional Space Allocation Committee (RSAC)
Questionnaire
(2) Monthly RSAC Log

1. Purpose. The purpose of this instruction is to provide procedures for the assignment of space within Navy Region Southwest, and to ensure adherence to the requirements of references (a) and (b).

2. Applicability. This instruction applies to all entities occupying space under the cognizance of the Commander, Navy Region Southwest (CNRSW).

3. Background. The Regional Space Allocation Committee (RSAC) has been established to ensure Navy Region Southwest assets are most efficiently utilized by validating new requests for facility space, determining most economical regional solutions and providing recommendations for space assignments. The RSAC is comprised of representative planners from various installations in Navy Region Southwest. The RSAC coordinator works for the Regional Engineer. The CNRSW Executive Steering Committee has approved the following guidelines for the installation Commanding Officers (COs)/Public Works Officers (PWOs) and Regional Engineer to administer this process:

a. Vacated facilities that are inefficient, unsafe and/or cost prohibitive to maintain will be demolished.

b. Minimize facility redundancy.

c. The approved Basic Facilities Requirement (BFR) for an activity will be considered when administering this process.

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d. Requesters strongly desiring to use an aged facility may be given the option to bear the full cost to extend the life of the facility by 20 years, i.e., complete rehabilitation cost consistent with all other regional space utilization guidelines.

e. This process does not apply to initial use of new space provided by Military Construction, Special Projects approved via the Regional Integrated Priority List process, non-Navy Region Southwest maintenance UIC buildings, demolition relocations, vacant land or short-term (180 days or less) temporary assignments.

4. Policy. The Regional Engineer chairs the RSAC and makes space utilization decisions for the region.

a. All initial requests for space should be directed to the CNRSW RSAC coordinator.

b. Requests below 2,000 square feet and/or \$20,000 in scope will be administered at the installation CO/PWO level. Scope limitation applies to moving costs, IT costs, renovation costs and any other expenses occurring due to the proposed move.

c. Initial requests are logged by the RSAC coordinator and referred to installations for analysis after the requestor has completed the RSAC questionnaire (see enclosure (1)). When the installation analysis is complete, requests will be forwarded to the Regional Engineer along with the installation's recommendation(s). The Regional Engineer informs the requestor whether the requested space is available or not.

d. Non-Metro San Diego Installations. Report status only for moves or expansions for existing tenants. Requests for new tenants over the paragraph 4(b) thresholds need to be coordinated through the RSAC. Installation logs are to be sent to the RSAC coordinator monthly (see enclosure (2)).

e. Prior to processing new leases or the renewal of a lease, space requirements must be screened through the RSAC to assess whether suitable space can be provided on an installation. Requestors should initiate requests at least six months prior to date of the new lease or lease extension.

f. The RSAC reviews and considers the following elements:

(1) Compliance with references (a) and (b).

(2) Consonance with Regional Shore Infrastructure Plans.

(3) Consideration for any/all space allocations are based on:

- (a) Change in mission
- (b) Change in personnel loading
- (c) New equipment
- (d) Realignment or consolidation
- (e) Modernization

(4) Fiscal impacts.

g. Once space is assigned by the RSAC, tenants should occupy the newly assigned area within 90 days. In instances where tenants are moving from one space to another, the relocation should likewise occur within 90 days.

5. Responsibilities

a. Requesting Activity. It is the responsibility of the requesting activity to fill out the RSAC questionnaire accurately and completely. The requester must provide the following information:

- (1) Request letter from the command.
- (2) Completed RSAC questionnaire.
- (3) Floor plan or drawing of desired space (if applicable).
- (4) BFR data per the NAVFAC P-80 (if available, or other documents to support size of space request).

b. Current Tenant Activities. When any space becomes vacant or under-utilized in Commander, Navy Installations maintenance UIC buildings and in the CNRSW area of responsibility, tenants are required to advise their cognizant Public Works Officer. Relocations and use of vacant and/or unneeded space will be administered using the process described in this instruction.

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c. CNRSW Hosts. Monthly RSAC logs should be submitted electronically to the RSAC coordinator. The monthly log tracks active requests, completed requests and available space. RSAC packages forwarded to the Regional Engineer should include the following elements:

(1) Completed RSAC questionnaire with proper approval and recommendation.

(2) Draft approval/disapproval letter.

(3) Floor plan indicating assigned space.

(4) Cost analysis.

(5) Original request letter.

(6) Route slip.



M. R. ALLEN
Deputy and
Chief of Staff

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SPACE ALLOCATION REQUEST QUESTIONNAIRE

COMMAND/ORGANIZATION INFORMATION	
Name of Command / Organization	
Acronym	
Current Address	
Organizational Code	
Current Mission	
Is this mission under CNRSW? Y or N	
Mission Claimant	
Move Point of Contact (Name/Phone/e-mail)	
LOADING	
Current Number of Personnel	
Estimated Personnel in 1 year and 5 years	
Was a BFR per NAVFAC P-80 completed? Y or N (if yes, please provide.)	
MOVE REQUIREMENT	
What is driving the requirement for this move?	
Will this consolidate, increase efficiency? Y or N	
Is move BRAC related? Y or N	
REQUIREMENTS	
Amount (SF) and type of space required (Admin / Hangar / Warehouse / Lab / Industrial/Shop, etc.)	
Number of Parking Spaces	
Describe Special Requirements	
Laydown (SF)	
PROPOSAL	
Proposed Move Location, Describe why location is best.	
Permanent or Temporary (Ending date)	
Alternatives	
Location to be vacated. State if none.	
Proposed Move Date	
Provide additional information to help evaluate requirement and solution	
ONE-TIME COSTS	
Renovation/Alteration FUNDING SOURCE? \$ AMOUNT?	
Move (telephones, NMCI mac, furniture ect.) FUNDING SOURCE? \$ AMOUNT?	
RELOCATION COST FOR CURRENT USER (if applicable)	
Funding Source for Preparation of New Site	

Info - Funding Source		
RECURRING COSTS		
Interior Maintenance and Repair FUNDING SOURCE?		
Exterior Maintenance and Repair (Shell of the building) FUNDING SOURCE?		
Will your command accept the Maintenance UIC Y or N		
OTHER BASE OPERATING SUPPORT COSTS		
Annual Utilities, Telephones, Janitorial, Base parking, Security... Ect. FUNDING SOURCE?		
RSAC USE ONLY		
RECURRING COSTS	\$ AMOUNT	
OBS	\$ AMOUNT	

Active RSAC Requests for (Your Base)

NO	COMMAND / ACTIVITY	POINT OF CONTACT	P.O.C. / PHONE NO.	DATE REC'D	DESCRIPTION / SPACE REQ'T.	RECOMMENDATION	RSAC POC	STATUS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								

Completed RSAC Requests for (Your Base)

	COMMAND/ACTIVITY	POINT OF CONTACT	P.O.C. PHONE NO.	DATE REC'D	DESCRIPTION / SPACE REQ'T.	RECOMMENDATION	RSAC P.O.C.	STATUS	DATE COMP.
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									

Available Space at (Your Base)					
	Building Number	Space Available (SF)	Type Space / Category Code	Date Available	Notes
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					